

Officer Candidate Pre-Ship Checklist (7 Nov 2016)

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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Program (circle): OCC PLC-Comb PLC Jr PLC Sr PLC Law	District/RS/OSS:
ECP RECP MCP-R MECEP NROTC USMMA	Unit or NROTC:

Note: PFT must be within 45 days of shipping and scored per the <u>appropriate age category</u>.	
PFT Date: _____ Crunches: _____ Pull-ups: _____ 3 Mile Run: _____ (or) Push-ups: _____ PFT Score: _____	Candidate Ht/Wt/BF% Date: _____ Ht: _____ Wt: _____ Max Wt: _____ BF%: _____

Instructions: This checklist must be filled out in person with the OSO/MOI/OIC.

1. Candidate: Answer questions 1-21 by placing your **initials** in the appropriate box and providing a detailed explanation when required.
2. OSO/MOI/OIC: Answer questions 22-36 with the candidate by placing your **initials** in the appropriate box and providing a detailed explanation when required.

Yes	No	N/A	Questions
			1. Do you possess a valid photo ID to take to OCS? If no, please explain.
			2. Do you understand you must possess a debit or credit card with a minimum of \$325.00 for your initial small/large bag issue? If no, please explain. (Note: Additional items are available for purchase if desired; optional items may increase price up to \$500)
			3. Is there anything which might prevent you from completing your minimum <u>four week</u> contractual obligation at OCS? If yes, please explain.
			4. Do you have any pending legal action against you (civil or criminal, and including minor infractions)? If yes, please explain.
			5. Do you have any pending or scheduled court appearances before, during, or after reporting to OCS? If yes, please explain.
			6. Are there any other legal issues in which you are involved? (jury duty, subpoena to testify, etc.) If yes, please explain.
			7. Have you used any drugs the Marine Corps deems illegal prior to, or during the application/selection process, <i>which has not been properly documented</i> in your paperwork? If you are not sure, ask your OSO/MOI/OIC. All drug use must be properly identified, explained, and documented. <u>Warning: You will be taking a urinalysis upon your arrival at OCS; a positive urinalysis will disqualify you from the Marine Corps Officer Programs.</u>
			8. Have you informed your OSO/MOI/OIC of all minor and major law infractions? (regardless if the offense occurred when you were a minor and you were told the case has been sealed) If no, please explain.
			9. Have you informed your OSO/MOI/OIC about all paid/unpaid speeding tickets, moving violations, parking tickets, and any other infractions or fines you have ever incurred (including those on a college campus)? If no, please explain.

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Yes	No	N/A	
			10. Do you understand that, if you are in a relationship with an enlisted member of the Armed Forces of the United States of America and you are considering marriage, per paragraph 1100.6 of the Marine Corps Manual, the marriage must occur prior to accepting your commission?
			11. If flying, do you have information regarding times for reporting to OCS, modes of transportation OCS provides from Ronald Reagan Washington National Airport (DCA), and the cost of transportation in case you arrive late?
			12. Do you have a family care plan?
			13. Have you granted a Power of Attorney to a trusted family member to handle various financial/administrative matters while you are in training?
			14. If you are a college graduate, do you understand that you must bring a certified copy of your transcripts which state that degree requirements have been met?

Yes	No	N/A	OCC & E-O Candidates Only
			15. If driving, do you have directions to OCS?
			16. If driving, do you possess a valid driver's license, registration, auto insurance, and POV inspection checklist completed by your OSO or OIC?

Yes	No	N/A	E-O Candidates & Drilling Reservists Only
			17. Have you recently deployed?
			18. If you have recently deployed, have you completed your 30, 60, and 90 day Post-Deployment Health Assessment per MARADMIN 112/07? If no, please explain.
			19. Do you possess the required serviceable uniforms per the OCS Candidate Pre-Ship Preparation and Requirements letter? (Note: Nametapes must be removed) If no, please explain.
			20. Have all of your unserviceable items been surveyed? (Note: Per MCO 10120.G, Reservists can survey unserviceable items)

Yes	No	N/A	Returning PLC Seniors Only
			21. Do you have all of your issued uniform items to bring with you to OCS? If not, please explain.

This section must be completed, with each question initialed, by the OSO, MOI, or OIC.			
Yes	No	N/A	Questions
			22. Does the candidate meet height/weight/body fat standards in accordance with ALMAR 022/16?
			23. Have you instructed the candidate on proper civilian attire for checking in to OCS?
			24. Does the candidate have a copy of his/her orders for reporting to OCS? If no, please explain.
			25. Have you provided your phone number and OCS duty phone number to the candidate? If no, ensure this information is provided by shipping day. The OCS contact number is (703) 784-2351/52.
			26. Have you informed the candidate that he/she must bring a completed direct deposit form (SF 1199a) and voided check with him/her to OCS?
			27. Have you made the candidate aware that, if he/she has not been 100% truthful in their application, during their subsequent selection, and induction at OCS, they will be sent home from OCS, and may be found unfit to return?

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Yes	No	N/A	
			28. Has the candidate been briefed that, if there are any changes in their status (medical, moral, or otherwise), he/she must notify their OSO/MOI/OIC immediately? And, that he/she is not authorized to report to OCS with any unresolved medical or moral issues?
			29. Have you initiated the candidate's OPM case? What is the OPM case number? If not, please explain. (Not required for candidates with active security clearances) Case #: _____
			30. If the candidate has dual citizenship with another country, has the candidate documented their willingness to renounce citizenship to the foreign country? If not, please explain.
			31. If the candidate is a drilling reservist, have you provided the candidate's transfer orders to OCS to the candidate's I&I unit? If not, please explain. Unit Diary #: _____ Transfer Date: _____
			32. If the candidate was a member of a different service, has the OST received the appropriate release of service documents which allow the candidate to be contracted into the Marine Corps and ship to OCS? (e.g. DD 214 or DD 368)
			33. Has the candidate experienced any changes in health, to include doctor visits, hospital stays, and/or surgery since his/her initial physical?
			34. If the candidate answered yes to question 33, has the change in health in any way affected the candidate's ability to train and prepare for OCS?
			35. Has the candidate taken over the counter medication and/or prescribed narcotics for any chronic medical issue since his/her initial physical?
			36. Are all annual certificates, 2807-1s (NROTC units), and PHAs (SMCR & E-O applicants) available, and show continuity since the original physical exam not exceeding a total of five years? (N/A if the physical was administered within one year)

Certification

This Pre-Ship Checklist was answered to the best of the candidate's and interviewing officer's knowledge. The officer candidate is qualified to attend to OCS.

Candidate's Signature: _____ Date: _____

Print Name: _____

OSO/MOI/OIC Signature: _____ Date: _____

Print Name: _____